

## **Small Vehicle Transportation Bid**

### **New Trier Township High School District 203**

### **Responses to Questions from Bidders Received through 9/3/26**

**Responses to any additional questions will be provided on 9/10/26**

- 1. The school year has already started, but award is not until September 22. Who is providing this service now, under what arrangement, and what is the intended start date for the new contract?**

The District currently uses several vendors, including 303 Taxi (United Dispatch), Brightlift Transportation (Brex Solutions LLC), and CitiCare Transportation. We are looking to streamline these services. The District will work with the selected vendor to determine a start date that works for both parties and allows for a smooth transition.

- 2. Who is the incumbent, and will the District release current pricing and the last one to two months of invoices**

The district does not have one incumbent vendor. We currently use multiple vendors, including 303 Taxi (United Dispatch), Brightlift Transportation (Brex Solutions LLC), and CitiCare Transportation.

Price is a consideration, but the contract will not be awarded based on price alone. The District will first consider the bidder's ability to provide student safety and comfort, reliable service, and the other service requirements listed in the RFP, and then consider price. Current pricing information will not be provided.

Vendor payment information is published on the New Trier website under District Financials – Accounts Payable Check Register.

- 3. Does the District intend to award this bid to only one vendor?**

The District will carefully review all bids and may select one vendor or multiple vendors, depending on the District's needs.

**4. How many vehicles are in service today, by type (sedan, SUV, non-lift van, wheelchair-lift van), and how many routes run daily?**

**To facilitate accurate proposal development and pricing, would the district be willing to provide current route information, including route counts and approximate student Ridership by route?**

The vendor is responsible for providing the appropriate vehicle based on each student's needs and the route requirements. Services are currently provided primarily using sedans and non-lift vans. Currently wheelchair lifts vans are not being used; however, needs may change during the contract based on individual student needs.

The number of vehicles, students, and daily routes is not fixed and may change based on student enrollment, IEP requirements, McKinney-Vento eligibility, program placement, and individual schedules. Routes may be daily, short-term, or provided as needed.

Most students are transported individually because they attend different schools, have varying arrival and dismissal times, or require specific transportation arrangements under their IEPs. When schedules and student needs permit, the district makes every effort to transport students together in the same vehicle.

Transportation arrangements may change during the school year. One example, maybe a student transitioning from an outplacement program back to New Trier, may be transported to the outplacement school in the morning, taken to New Trier in the afternoon, and transported home at the end of the school day. This arrangement may begin two days per week and gradually increase to five days per week.

Therefore, bidders should understand that the number of students, vehicles, routes, and trips may increase or decrease daily, weekly, monthly, or at any time during the contract. The district does not guarantee a minimum or maximum number of students, vehicles, routes, or trips.

The following is a current example of transportation services and is provided for informational purposes only. It is not a guarantee of students, routes, trips, or service levels:

| <b>School/Program</b>                   | <b>Number of Routes</b>           | <b>Students per Route</b>                                       | <b>Total Students</b>     |
|-----------------------------------------|-----------------------------------|-----------------------------------------------------------------|---------------------------|
| CEL Riverwoods                          | 1 one-way route,<br>Monday–Friday | 1 student Monday and<br>Wednesday–Friday; 2<br>students Tuesday | 1–2 daily                 |
| Brightmont – Northfield                 | 2                                 | 1 student per route                                             | 2                         |
| Connection Day School –<br>Libertyville | 1                                 | 1 student                                                       | 1                         |
| Cove School –<br>Northbrook             | 1                                 | One route with 3 students                                       | 3                         |
| Keshet – Skokie                         | 1                                 | 1 student                                                       | 1                         |
| Knapp Academy –<br>Chicago              | 1                                 | 1 student                                                       | 1                         |
| New Hope West –<br>Arlington Heights    | 2                                 | One route with 2 students;<br>One route with 1 student          | 3                         |
| New Hope East –<br>Arlington Heights    | 1                                 | 2 students                                                      | 2                         |
| New Horizons – Chicago                  | 1                                 | 1 student                                                       | 1                         |
| Orchard Academy –<br>Skokie             | 1                                 | 1 student                                                       | 1                         |
| <b>Daily total</b>                      | <b>12 routes</b>                  |                                                                 | <b>16–17<br/>students</b> |

Arrival and pickup times vary by student and program. Arrival times generally begin around 7:50 a.m., and afternoon pickup times typically range from 2:00 p.m. to 4:00 p.m.

Students assigned to the same route were picked up separately at their respective homes and transported together. All listed routes provided are round-trip service (Monday-Friday), with the expectation of the CEL Riverwoods program, and students were picked up at New Trier after school. Route assignments, schedules, and student counts change throughout the school year.

**5. Is there an estimate on the daily number of routes anticipated for the estimated 25 students?**

The 25 students are an estimate only. The district does not guarantee a minimum or maximum number of students, daily routes, or trips. This number does fluctuate. The number of routes will depend on each student's transportation needs schedule and enrollment. Please also see the response to Question 3.

**6. The RFP states approximately 25 students. Even though this year's routes are different, we can use last year's data as a benchmark. Can you please provide: a. Number of routes and number of students per route. (previous year)**

The 25 students are an estimate only. The district does not guarantee a minimum or maximum number of students, daily routes, or trips. This number does fluctuate. The number of routes will depend on each student's transportation needs schedule and enrollment.

Based on the previous year's transportation data as follows:

| <b>School/Program</b>                  | <b>Number of Routes</b> | <b>Students per Route</b>                               | <b>Total Students</b> |
|----------------------------------------|-------------------------|---------------------------------------------------------|-----------------------|
| Brightmont – Northfield                | 3                       | 1 student per route                                     | 3                     |
| Connection Day School – Libertyville   | 2                       | 1 student per route                                     | 2                     |
| Cove School – Northbrook               | 2                       | One route with 3 students;<br>One route with 1 students | 4                     |
| Keshet – Skokie                        | 1                       | 1 student                                               | 1                     |
| New Hope West – Arlington Heights      | 2                       | One route with 2 students;<br>one route with 1 student  | 3                     |
| New Hope West East – Arlington Heights | 1                       | One route with 3 students                               | 3                     |
| New Horizons – Chicago                 | 1                       | 1 student                                               | 1                     |
| Novus – Highland Park                  | 1                       | 1 student                                               | 1                     |
| Sonia Shankman – Chicago               | 1                       | 1 student                                               | 1                     |
| Walsh Academy – Niles                  | 1                       | 1 student                                               | 1                     |
| <b>Total</b>                           | <b>15 routes</b>        |                                                         | <b>20 students</b>    |

Students assigned to the same route were picked up separately at their respective homes and transported together. All listed routes provided are round-trip service (Monday-Friday). Route assignments, scheduels, and student counts change throughout the school year.

**7. How many students currently require a monitor or aide per IEP, and are those aides supplied by the vendor or by the District? How many require BESI vests, harnesses, or car seats, and who supplies that equipment?**

The district currently has two students who require a monitor. The monitors are supplied by the vendor.

Current needs are:

- **Wheelchair lifts and securement systems:** None at this time.
- **BESI vests or harnesses:** None at this time.
- **Car seats:** None at this time.
- **Vehicle aides/monitors:** Two monitors are currently required and supplied by the vendor.
- **Other adaptive equipment:** None at this time beyond the requirements listed in the bid packet.

Please note: These needs may change during the contract based on individual student needs and IEP requirements. Any required monitors or equipment must be supplied by the vendor.

**8. Please provide, based on last year's transportation data, the number of wheelchair-accessible vehicles used per day.**

The district did not use any wheelchair-accessible vehicles. However, these needs may change during the contract based on individual student needs.

**9. Please confirm the requirement to provide wheelchair-accessible vehicles.**

Based on last year's transportation data, the district did not use any wheelchair-accessible vehicles. However, the vendor must be able to provide a wheelchair-accessible vehicle if required during the contract. Needs may change based on individual student transportation requirements and needs.

**10. Are summer/ESY, midday, and job-site runs in scope, and how many service days should we price against?**

Summer/extended school year, midday, and job-site transportation may be included in the scope of services. Summer programs generally operate from the second week of June through the end of July, Monday through Friday or Monday through Thursday, with dismissal typically at noon or 1:00 p.m. Based on current estimates, approximately 10–15 students may require summer transportation. Actual participation may vary, and the District does not guarantee a specific number of students or routes.

Job-site transportation is generally provided by the district using district-owned vehicles. As part of their job-training program, some students may also receive instruction on independently using public transportation, such as Pace buses or Metra trains. Vendor assistance may occasionally be requested on an as-needed basis. The district does not guarantee a minimum number of students, routes, trips, or service days.

**11. I understand this bid is specifically for vans/ sedans/ SUV transportation services, does that mean there would not be any need to provide services in a Type A (mini bus) under this bid, would that service fall under a different contract?**

This bid is for transportation services using sedans, SUVs, and vans. Type A mini-buses are not required under this bid and are covered under a separate District transportation contract.

**12 The RFP indicates that all vehicles will be company-owned; however, Section 2 states that, "if not so owned, the Company shall furnish the District a statement setting forth the name and address of the owner of each such vehicle."**

**Could the District please clarify whether transportation providers may utilize a combination of company-owned vehicles and subcontracted transportation partners within an alternative transportation service model? Any subcontracted providers would operate vehicles that meet all Illinois Secretary of State requirements, state regulations, inspection standards, and documentation requirements. We would appreciate confirmation as to whether both company-owned and subcontracted vehicles are permissible under the proposed service model.**

**Please confirm whether New Trier SD will accept vehicles that are not directly owned by the contractor.**

Yes. The vendor may use a combination of company-owned vehicles and subcontracted transportation providers. All vehicles and subcontractors must meet the requirements in the RFP and comply with all applicable Illinois laws, regulations, inspection standards, insurance requirements, and documentation requirements. The vendor must also provide the district with the name and address of the owner of each vehicle that is not company-owned.

**13. On the pricing form: is Base Cost per vehicle per day, per route per day, or per student per day? Is the miles-included figure daily or annual, and per route?**

The base cost is per vehicle, per one-way trip. The number of miles included in the base cost applies to each one-way trip. Bidders must complete the district's pricing form.

**14. Are we able to specify any additional pricing components by writing them on the bid form?**

If a bidder has additional charges, the bidder may attach a pricing appendix clearly listing all such charges. All fees must be submitted with the bid.

**15. Will Exhibit 1, the form contract referenced on the signature page, be available before bids are due?**

Please disregard the reference to Exhibit 1.

**16. Is a bid or performance bond required?**

A bid bond and performance bond are not required.

**17. Section III.3.7 lists driver physical requirements (20/20 vision, no artificial limbs, normal hearing) that may conflict with the ADA. Will the District clarify or amend that language?**

See addendum #1.